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LANSING

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DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2009 - 10**

**EFFECTIVE: February 1, 2009**

**DATE:** January 22, 2009

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Patricia L. Caruso, Director

**SUBJECT:** PD 04.07.112 "Prisoner Personal Property" - Disposition of Contraband Tobacco Products/Matches

Paragraphs II through OO of PD 04.07.112 address the disposition of contraband. Paragraph KK specifically identifies the property items that are to be destroyed after the items are photographed and appropriate records prepared. Contraband tobacco products and matches also shall be destroyed after they are photographed and appropriate records prepared. For misconduct purposes, the tobacco product is to be described and verified as to odor and appearance by the reviewing officer.

PLC:OLA